



Igniting Innovation: A Mentor's Guide to a Successful Start

Thank you for joining us on our journey to inspire and educate the next generation of problem solvers. Without dedicated mentors like you our goals would not be attainable. We hope that during the semester you are able to establish a relationship with your Fellow, grow as a mentor and coach, and contribute to the overall mission of making the world a better place.

For many of you, the Meet Your Match reception will be the first in person meeting with your Fellow. The students will be really excited about their placements and it will be a great opportunity for them (and you) to make a great first impression; but what happens after?

Below you will find some tips and suggestions that we hope will help you and your Fellow get off to a great start, on the 5th, when they arrive for their first day on the 11th, and during that entire first week. These are all **suggested practices**, some by fellow mentors!

During the Fellow's first day:

- **Encourage** your Fellow to share their story and also share yours. Sharing values and interests plays a big role in relationship building. Some guiding questions to initiate this conversation include:
 - What did they do this summer?
 - When did they move to Boston?
 - Where are they originally from? Where have they traveled?
 - Do they have siblings? Pets?
 - What do they like to do for fun and on their free time?
- **Energize** your Fellow by sharing your team's excitement for their arrival. Expressing the team and organization's goals can make the Fellow feel included and send him/her off to a strong start. Some talking points for this conversation include:
 - What is currently happening at the organization? What are the organization's priorities for the next week, month, year?
 - Are there any new initiatives to be aware of?
 - What are some projects they should keep on their radar?
- **Engage** your Fellow in a positive office immersion and to start his/her networking. Teambuilding from the beginning can lead to a successful experience. Some guiding action steps include:
 - Giving the Fellow a tour, introducing them to all office staff
 - Providing the fellow with a list of people in the organization to contact and meet (encouraging the fellow to take the initiative)

- Are there new staff members also onboarding at this time, or any notable staff changes?
- Rework a PowerPoint giving the fellow the “101” understanding of the organization’s **Who, What and Why**

During the Fellow’s first week:

- **Identify** your Fellow’s interests to set tasks and goals. It is important to check in with your Fellow and make sure they have a sense of direction. Some guiding practices for this are:
 - What does the Fellow like most so far? What is the Fellow most interested in and excited about?
 - What do the daily tasks look like? Is there anything that can be added based on their expressed interest?
 - What are some short term and long term goals for the Fellow? What support does the Fellow need to meet these?
- **Introduce** the idea of a special project. If one has not been identified already, the first week is a good week to get a sense of what a strong special project would look like. Some guiding points for this are:
 - If you’re shopping for a project, work backwards: look at the calendar and plan around the timing of it
 - Link the Fellow’s skills and interests to larger projects that need to be accomplished for the organization
 - Prioritize daily tasks, short term goals and timeline for project (include some realistic checkpoint dates and tasks)
- **Inquire** about all of the resources available to support you as a mentor during the semester.
 - Syllabus: Semester in the City (SiTC) Internship Component
 - This contains a detailed class schedule, special project examples, evaluation rubrics and more (*it can be found in the red folder you received at the initial training*)
 - Semester in the City (SiTC) Special Project Proposal
 - This gives you an overview on the projects, the criteria for them and examples of the goals, objectives, timeline and resources (*it can be found in the red folder you received at the initial training*)
 - Memorandum of Understanding Among CfSI and Social Sector Host Organization (MOU)
 - This gives you a clear understanding of the fellowship schedule, the expectations of mentors and students, and a detailed legal agreement (*this will be handed out during the Sept 5 reception*)
 - Lina Cañon: Program Manager for Internships- your go to person!
 - Lina.canon@collegeforsocialinnovation.org 857-323-0068
 - Webpage for mentors:
 - <http://collegeforsocialinnovation.org/for-current-hosts/>